



DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Deputy Commissioner, DRE Sacramento Enforcement Permanent - Fulltime

The Department of Real Estate has an opening in its Sacramento Office. This position is permanent, full-time. The Department is located at 2201 Broadway, Sacramento.

Duties of the position include:

- Investigate consumer complaints against real estate agents, brokers and unlicensed individuals.
- Gather and analyze evidence to determine if there has been a violation of law; prepare detailed case analyses; recommend appropriate action.
- Conduct broker office surveys.
- Examine records obtained from various city, county, state, and federal agencies.
- Use a PC to complete and track assignments.
- Answer telephone or in-person inquiries involving matters of real estate.
- Testify at hearings on behalf of the Department.

Required qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review, identify, and evaluate issues present in complaints and apply the appropriate DRE laws, rules and regulations.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.

Desirable qualifications:

- Excellent attendance.
- Knowledge of California Real Estate law.
- Dependable and reliable.
- Effective oral and written communication skills.
- Computer literate, preferably with experience in Microsoft Word, Works and Excel.

DC salary:

Range A	\$2774 - 3157
Range B	\$3232 - 3709
Range C	\$3609 - 4350
Range D	\$3964 - 4773

Who may apply: Current state employees at the Deputy Commissioner level, those transferable to the class or those with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please provide a copy of your SROA/Surplus information letter with your application.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

For information on the position contact:

Bill Koenig, District Manager
Sacramento Enforcement
(916) 227-0864 or CALNET 8-498-0864

FINAL FILING DATE: MARCH 15, 2005

Applications may be obtained from the State Personnel Board website at www.spb.ca.gov

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be conducted on a flow basis.